

Board of Selectmen  
Minutes October 18, 2011

Convened: 6:00 pm

Present: Andrew Artimovich, Chairman  
Jane Byrne  
Jeffrey Bryan  
David Menter  
Michael Hubbard

The Board met and reviewed payroll, accounts payable and signed the register. The Selectmen reviewed and signed the recreation register.

Overtime for police department was 11 hours and 2 hours for the fire department this pay period.

Jonathan Ellis was in to present the weekly Treasurer's report. Please see last page to view report.

Motion was made by Menter, 2<sup>nd</sup> by Byrne to approve the public minutes of 10/11/11. Artimovich, Bryan, Byrne, and Menter were in favor. Hubbard abstained as he was not present.

Byrne made a motion, 2<sup>nd</sup> by Menter to sign a 3 year contract with BayRing Communications for phone service throughout the town buildings. All were in favor.

Byrne made a motion, 2<sup>nd</sup> by Menter to sign a one year contract with Cartographics to update the town tax maps. All were in favor.

Byrne made a motion, 2<sup>nd</sup> by Menter to sign a one year contract with Comstar for ambulance billing. All were in favor.

Building Inspector Gil Tuck was in to have the following permits signed:

- Metrosign and Awning, 437 Rte. 125, erect a pylon sign: signed by Board
- The Provider Enterprise, 127 Pine Road, 50 kw generator: signed by Board
- Tom Shippee, 171 Pickpocket Road, 20 kw generator: signed by Board
- Michelle Whitehouse, 104 Crawley Falls Road, new house: signed by Board

The Board welcomed Keith Sharpe as the new custodial/maintenance employee for the town buildings.

The submission deadline for fuel bids was October 17<sup>th</sup>. No bids were received. Artimovich thought if they went with a different vendor we would need to install bigger tanks at the highway shed. Bryan said it would take at least 3 years to recoup the cost. Clement will solicit bids from various vendors. Duane commented that if the Town runs out of fuel in the middle of storm, we need to consider the location of the vendor to make sure they are accessible.

The county warrant is received by the Board.

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The Board reviewed the following budgets:

Conservation Commission

Rob Wofchuck and Doug Cowie were in attendance to present the conservation budget.

- 01-4611.50-115 – Board secretary: Requesting same \$600 amount as 2011; Commission members continue to volunteer and decline payment; however we would like to retain the budget line in the event we find a person to fill the position for pay.
- 01-4611.50-225 – FICA/Medicare: no change: \$46 for Secretary position
- 01-4611.50-240 – Training: no change - \$140; this line item allows members to attend the annual NHACC meeting, seminars, etc,
- 01-4611.50-301: Professional Auditing of Easements and Open Space Work: This is for the \$2,500 contract with Southeast Land Trust of New Hampshire. \$2,000, an increase from \$500 in 2011 due to prior year encumbrance of \$2,000. CC is responsible for monitoring 21 properties, some of which have multiple parcels. While we have relied on volunteer monitors to date, time limitations against growing responsibilities make this an unreliable source of labor. Southeast Land Trust will do monitoring on 14 properties using aerial photography at a cost of around \$900. We will ground monitor 7 properties annually on a rotating basis. The balance of the contract is for assisting the Town with Open Space projects. We propose to encumber whatever is left over from the 2011 budgeted amount to be used in 2012 which is estimated around \$500.
- 01-4611.50-551: Ads/Notices: \$300; no change; for legal notices for public hearings.
- 01.4611.50-562 – Dues, \$400, No change, Dues for ERLAC, New Hampshire Association of Conservation Commission
- 01-4611.50-625: Postage: \$1; no change
- 01-4611.50-630: Supplies: \$200; no change
- 01-4611-50-688: Town Events: \$500; no change
- 01-4611.50-900: Conservation Fund; request \$3,910 to maintain a \$75,000 working capital reserve for Open Space activities. Current Balance after 2011 transfers is \$71,083.26 with balance at year-end projected to be \$71,090 as get minor interest. No money was spent from the Conservation Fund in 2011 as small projects were handled through Southeast Land Trust contract and Lyford easement was funded through Open Space Bond.

The land use change tax (LUCT) used to go towards the conservation fund. When conservation wanted the \$2 million open space bond, they made an agreement with the Board that the LUCT would go to the general fund and the town would keep the conservation fund level funded at \$75000 annually. Last year the account was not maintained at \$75000 with the arrangement that if there was a need for the money, the Town would find it. Artimovich said it looks like a big increase but that is because their budget was underfunded last year.

Bryan made a motion, 2<sup>nd</sup> by Byrne to approve the Conservation Commission budget of \$8097. All were in favor.

ZBA

Kathy St. Hilaire, secretary for the ZBA, presented the budget and it will remain level funded and the board will absorb the 2% COLA. Hubbard made a motion, 2<sup>nd</sup> by Bryan to approve the ZBA budget of \$939. All were in favor.

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Recreation

Kathy St. Hilaire, Chairman of the Recreation Commission, was present to discuss the recreation budget. Land improvements and equipment maintenance have unexpended funds this year. Margaret has purchased speed bumps and will be replacing life jackets for the kayak rentals to be paid from those funds by year end. Electric costs are increased \$200. All other line items except salary are level funded. The recreation commission is requesting a 2% COLA increase and 3% merit increase. Kathy is also requesting an additional hour per week for Margaret. Margaret has consistently been working 25.25 hours for the past 4 months and is currently budgeted for 24 hours. She will not go over budget because she will take time off as needed as the year end approaches. Margaret provides a wide variety of activities for residents of all ages and has helped the department grow. The recreation director position was created 10 years ago, and Margaret is the 3<sup>rd</sup> one. After a lengthy conversation on a merit increase, Kathy proposed using funds in the revolving account towards Margaret's salary. Artimovich said he would support a stipend out of the revolving fund for managing the BRC. Kathy is to research the RSA for revolving funds and will continue this discussion on November 8<sup>th</sup>.

Artimovich said 2% this year, work out the review process, and reevaluate next year. Byrne said the performance evaluations are a waste of time if the employees will not get a merit increase. Hubbard said he did not disagree with Byrne, but the Board agreed to work through the review process for the supervisors that struggle with it.

Budget Committee

Elyse Seely, Chairman of the budget committee, was present to discuss the budget committee budget which will remain level funded at \$700. Bryan made a motion, 2<sup>nd</sup> by Artimovich to approve the budget committee budget at \$700. All were in favor.

Karen Clement presented the following budgets: code enforcement, debt service, waste management, and street lighting.

Code Enforcement

The salary line was increased by 2% and FICA to match. Driveway fees were increased to \$1000 and test pit fees were reduced to \$600. RCCD has taken over direct billing for test pits. The line item is to cover the cost of any outstanding final inspections as RCCD will require the town to refund the fee to the resident and will bill them directly. Bryan made a motion, 2<sup>nd</sup> by Hubbard to approve the code enforcement budget of \$13490. All were in favor.

Debt Service

Demeritt bond was paid off in 2011. Clement will research the estimated principal and interest on the bond for the Lyford easement.

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Waste Management

Monthly fees for waste collection are increased by 4% for April – December 2012. Contract for Northside Carting is valid through March 2013. Waste disposal fees remain level funded. Bryan made a motion, 2<sup>nd</sup> by Hubbard to approve the waste management budget at \$273663. All were in favor.

Street Lighting

Street lighting remains level funded. Bryan made a motion, 2<sup>nd</sup> by Byrne to approve the street lighting budget at \$444. All were in favor.

Information was requested regarding the NH Mosaic project by UNH T2. Clement said this discussion began before she started. Hubbard said our assessor did not recommend participating in this project. Hubbard suggested meeting with T2 after budget season to discuss this further.

The Board signed a thank you letter to the Brentwood Gardeners.

Hubbard has been reviewing fuel logs for highway and police. He said that some data was missing and since fuel is such a significant part of their budgets that there should be more stringent controls. Bryan said they are under budget on the fuel line because \$10000 was deducted this year due to a surplus. Bryan said it is not the fault of the department head. Hubbard said he did not believe that because the controls are not in place and the records are sloppy. Robinson said he has copies of all the fuel logs; he stopped bringing them to the town office because Carolyn said she did not need them any longer. Duane said he will drop them off. Clement will follow up with Carolyn to see why she no longer the logs for highway.

Motion to adjourn at 7:40 pm made by Byrne, 2nd by Bryan; all were in favor.

Respectfully submitted,

Karen Clement

## WEEKLY TREASURER'S REPORT

Date: October 18, 2011

**corrected A/P**

**Citizens General Fund:**

Previous Balance:	5,110.81	
Deposits:	33,325.19	
Payroll:	11,221.97	DD: 6771.71    CK: 4450.26
FICA:	2,858.98	
A/P: Regular	184,331.87	A/P Detail: Swasey \$175,000
Non-A/P		
to Impact Fees	5,382.43	
From MMA	170,000.00	
Bank Charge		
TO MMA		
Account Balance:	4,640.75	
Interest Earned YTD:	95.44	

<b>CD's:</b>	Unrestricted Balance:	-
<b>MMA:</b>	Unrestricted Balance:	1,568,360.25
	Total Invested Funds:	1,568,360.25
	Interest Earned	1,595.61
	YTD:	